

Student's Name _____

HEALTH UNIT CLERK/COORDINATOR HO 0234

Directions: Evaluate the trainee using the rating scale below and check the appropriate number to indicate the degree of competency achieved. The numerical ratings of 3, 2, 1, and 0 are not intended to represent the traditional school grading system of A, B, C, D, and F. The descriptions associated with each of the numbers focus on level of student performance for each of the tasks listed below.

Rating Scale:

- 0 - No Exposure** - no information nor practice provided during training program, complete training required.
- 1 - Exposure Only** - general information provided with no practice time, close supervision needed and additional training required.
- 2 - Moderately Skilled** - has performed independently during training program, limited additional training may be required.
- 3 - Skilled** - can perform independently with no additional training.

1. Number of Competencies Evaluated _____

2. Number of Competencies Rated 2 or 3 _____

3. Percent of Competencies Attained (2/1) _____

Grade

Instructor Signature

Date

1.0 Prepare to perform in the role of the Health Unit Clerk/Coordinator (HUC).

The student will be able to:

0 1 2 3

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01.01 Describe the role of the HUC.

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01.02 Describe the legal and ethical responsibilities of the HUC.

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01.03 Assemble/Disassemble and maintain the patient's medical record/chart.

02.0 Describe the impact and influence of the working environment.

The student will be able to:

0 1 2 3

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02.01 Describe the organization of the hospital/facility.

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02.02 Describe the environment of the nursing unit in which the HUC operates.

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02.03 Describe the current changes in health care.

03.0 Use medical terms, abbreviations, symbols, and military time on the job.

The student will be able to:

0 1 2 3

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03.01 Use medical terms, abbreviations, and symbols.

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03.02 Use military/24 hour time on the job.

04.0 Demonstrate effective communications and interpersonal relationships.

The student will be able to:

0 1 2 3

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04.01 Define and demonstrate the elements of effective communications.

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04.02 Define and demonstrate the elements of effective interpersonal relationships.

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04.03 Demonstrate effective written communication.

05.0 Transcribe physicians' orders.

The student will be able to:

0 1 2 3

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05.01 Read, interpret, and transcribe physicians' orders.

06.0 Demonstrate management techniques.

The student will be able to:

0 1 2 3

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06.01 Manage time.

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06.02 Demonstrate problem solving techniques.

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06.03 Participate in safety/disaster preparation exercises.

7.0 Apply knowledge of anatomy to the job.

The student will be able to:

0 1 2 3

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07.01 Use knowledge of anatomy as it applies to the job.

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07.02 Practice applying knowledge of anatomy in simulated work situations.

08.0 Demonstrate employability skills.

The student will be able to:

0 1 2 3

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08.01 Demonstrate job seeking skills.

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08.02 Demonstrate job keeping skills.

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08.03 Develop and follow a plan to alleviate stress.

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08.04 Develop and follow a plan for continued professional development.

09.0 Demonstrate computer skills.

The student will be able to:

0 1 2 3

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09.01 Enter data/information on the computer.

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09.02 Retrieve data/information from computer files.

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09.03 Exit computer programs.

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09.04 Follow rules to maintain confidentiality when using a computer.

10.0 Apply knowledge of Universal Precautions.

The student will be able to:

0 1 2 3

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10.01 Discuss procedures used to control infections.

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10.02 Participate in Universal Precautions appropriate to the job.